



## **Application for Transfer of Vehicle for Hire Certificate of Public Necessity and Convenience (CPNC) Instruction Sheet**

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

**Submit as attachment #1:** A letter from the for hire vehicle company under which the CPNC will be operating.

**Submit as attachment #2:** Proof of Citizenship or permanent residence.

**Acceptable Documents:** Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Residence Card.

**Submit as attachment #3:** Proof of Residency for a period greater than six (6) months.

**Acceptable Documents:** Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

**Submit as attachment, if applicable, #4:** Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office, and the name(s) and position(s) of all officers. If operating as a corporation, association or partnership, all of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

**Submit as attachment #5:** Certified copy of binding agreement to transfer the CPNC and vehicle. Agreement shall include the price for which the CPNC and the vehicle were transferred.

**Submit as attachment #6:** Proof of insurance.

**Acceptable Documents:** Certificate of Liability Insurance / Declaration Page

**Submit as attachment #7:** CPNC Transfer Special Inspection Form. Vehicle inspection must be completed within **15 days** of application.

**Submit as attachment #8:** City of New Orleans Occupational License.

**Submit as attachment #9:** Consent Form

**DRUG SCREENING, FEDERAL BACKGROUND CHECK, AND PROOF OF RESIDENCY ARE REQUIRED FOR EACH APPLICANT.**

**\*\*You are encouraged to familiarize yourself with New Orleans City Code Chapter 162\*\***

**A copy may be obtained from the Clerk of Court's Office, or online at**

**[www.municode.com](http://www.municode.com)**

**Please govern yourself accordingly.**

**NOTICE:** An applicant shall not be eligible for a CPNC if he/she does not meet or maintain the following requirements:

- (1) Be at least 18 years of age.
- (2) Be a citizen or permanent resident of the United States.
- (3) Currently reside in this parish and/or in the contiguous parishes of Jefferson, St. Bernard, St. Tammany, Plaquemines, or in the noncontiguous parishes of St. Charles, St. John the Baptist, or St. James, for a period greater than six months. Should the applicant reside in one of the listed contiguous or noncontiguous parishes, a duly designated agent for service of process must be provided to the director of the taxicab and for hire vehicle bureau.
- (4) Shall never have been convicted anywhere under the laws of this state or any other state or of the United States of the offense or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics.
- (5) Shall never have been convicted of multiple felony offenses.
- (6) Shall not have been convicted of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within five years of the date of filing an application; nor shall the applicant have served any part of a sentence thereof within five years before the date of filing such application.
- (7) All open items, including summons, outstanding fines and penalties against the CPNC must be cleared before a transfer will be approved. When the transferor is a corporation and there are two or more CPNC's with open items against them, all CPNC's must be cleared in order to transfer one CPNC.
- (8) A CPNC may not be transferred during a period of suspension.
- (9) CPNC(s) are privileges and not rights. The director of safety and permits or his designee has full discretion in determining whether a CPNC shall be issued.
- (10) In order to obtain or maintain a CPNC, the applicant, CPNC holder, or someone working on his/her behalf must not offer or give any gift or gratuity to any employee, representative, public servant, or member of the Bureau.

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CPNC(s) Holder's Initials

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Applicant's Initials

- (11) Any vehicle which has ever been issued the title class of either “salvage”, “rebuilt”, “junk”, “total loss”, “reconditioned” or any equivalent classification; any vehicle previously used as a taxicab or law enforcement vehicle, in any jurisdiction, may not be placed in service as a for-hire vehicle.
- (12) No licenses shall be granted if the applicant fails to meet the requirements of this chapter or if the applicant provides the Bureau with false, misleading or incomplete information. Licenses issued on the basis of material false, misleading or incomplete information furnished by the applicant may be revoked by the director of the department of safety and permits.
- (13) All CPNC holders, except special charter CPNC holders, must maintain a business office with a telephone number in the parish. All holders shall notify the Bureau of the name and address of its representative to receive service of process. If the holder is a corporation, the corporation shall inform the Bureau of its registered agent for service of process in conformity with the provisions in La. C.C.P. Article 1261.
- (14) The CPNC holder shall apply for and obtain an **annual renewal** of the CPNC upon payment of a fee of \$150.00 and provision of evidence that the holder continues to possess the necessary qualifications for holding a CPNC. **This fee shall be paid by the last day of the month of January. A CPNC renewal that is submitted in February shall be subject to an additional \$150.00 delinquency penalty. A CPNC renewal submitted in March shall be subject to an additional \$300.00 delinquency penalty. A CPNC shall not be renewed after March 31.**

**\*\* If operating as a corporation, association or partnership, all of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.\*\***

- a. All changes of officers who have submitted applications for a taxicab or for hire vehicle certificate shall be reported to the taxicab and for hire vehicle bureau within ten (10) working days of such change, and such new officers, partners or other executive managing personnel shall individually file applications within that time. The failure to certify within such time or to possess the qualifications required of the individuals under this article shall be cause for the suspension of all permits held by such corporation, association, or partnership.

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CPNC(s) Holder's Initials

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Applicant's Initials

**Specific causes for suspension or revocation.**

(1) The Director of the department of Safety and Permits, or a duly designated agent, is hereby given authority to suspend for a period not exceeding 90 days or revoke, pursuant to the applicable procedure, any CPNC for due cause whenever such party has to his/her discredit one of the following:

- a. Conviction in any court for violating any of the disqualifying provisions of this article;
- b. Finding by the Bureau after administrative hearings as set out hereinafter, that the holder of the CPNC has failed to comply with the provisions of this chapter;
- c. A combination of convictions in any court and/or suspensions totaling five within one year;
- d. Operation of a vehicle regulated by the provisions of this article when the operator's permit is under suspension;
- e. Investigation by the Bureau revealing that the permit holder falsified or concealed information which would have disqualified such applicant as a recipient of a permit under this chapter.

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CPNC(s) Holder's Initials

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Applicant's Initials



CITY OF NEW ORLEANS  
Mitchell J. Landrieu, Mayor

## Taxicab and For-Hire Vehicle Bureau

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### APPLICATION TO TRANSFER CPNC

[ ] Sale

[ ] Gift

[ ] Other

1. Explain \_\_\_\_\_

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1. CPNC(S) TO BE TRANSFERRED: Date: \_\_\_\_\_

CPNC #: \_\_\_\_\_

Name of Present License Holder: \_\_\_\_\_

Address (No PO Boxes Accepted) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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### 2. APPLICANT INFORMATION:

(A) APPLICANT (TRANSFeree) IDENTIFICATION:

1. Full Name \_\_\_\_\_

Residence Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number: \_\_\_\_\_

2. **DISCLOSURE –TO BE COMPLETED BY ALL APPLICANTS.**

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial or equitable interest as defined by law in the CPNC(s) to be transferred.

**Financial Interest** - An interest equated with money or its equivalent. Any person having a monetary interest in the privileges afforded by the CPNC must be disclosed. Example: A person who owns shares of the revenues generated by the CPNC or is in the process of acquiring the CPNC has a financial interest.

**Beneficial Interest** - Any person, who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

**Legal Interest** - This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the acquisition of the CPNC (conditional sale) has a legal interest in the CPNC.

**Equitable Interest** - This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

Full Name\_\_\_\_\_

Type of Interest\_\_\_\_\_ Description of Interest\_\_\_\_\_

Residence Address\_\_\_\_\_

\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Date of Birth\_\_\_\_\_

Social Security Number\_\_\_\_\_

**LIST ALL OTHER INDIVIDUALS WITH AN INTEREST ON A SEPARATE SHEET.**

3. To be completed if transfer is the result of a sale (Applicant must present written contract for sale).

Vehicle for Hire Permit # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Company authorized to drive for \_\_\_\_\_

4. To be completed if license is to be transferred as a gift (Applicant must submit proof of relationship).

5. Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

YES [ ☐ ]

NO [ ☐ ]

(B) CRIMINAL HISTORY:

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses equivalent thereto homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics, regardless of whether adjudication has been withheld?

YES [ ☐ ]

NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses: pandering, prostitution, soliciting for prostitution, or illegal possession or use of narcotics within five years preceding this application?

YES [ ☐ ]

NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a for-hire vehicle was employed, regardless of whether adjudication has been withheld?

YES [ ☐ ]

NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving violence against a law enforcement officer or are an habitual violent offender under Louisiana Statutes?

YES [ ☐ ]

NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime not already stated within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

YES [ ]      NO [ ]

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(C) **Transportation Experience:**

Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, ownership or otherwise) in any City of New Orleans CPNC(s)?

YES [ ]      NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had a City of New Orleans vehicle for hire operator's license suspended or revoked?

YES [ ]      NO [ ]

If yes, complete the following for each and attach supporting documentation:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your authority for vehicle for hire services ever been revoked or suspended by the State of Louisiana Department of Motor Vehicle Services?

YES [ ☐ ]      NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

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Do you have any unsatisfied civil penalty or civil judgment pertaining to for-hire vehicle operations?

YES [ ☐ ]      NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

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Have you ever been enjoined by a court of competent jurisdiction from engaging in the for-hire vehicle business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 162?

YES [ ☐ ]      NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

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Do you have any outstanding fines/fees with another for-hire company?

YES [ ☐ ]      NO [ ☐ ]

If yes, complete the following for each and attach supporting documentation:

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**3. APPLICANT CERTIFICATION**

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY  
APPEARED \_\_\_\_\_, who, being  
by me first duly sworn, deposes and says, that he/she is the applicant in the forgoing  
application, and that the statements made herein and attached hereto are true and correct,  
grants authority to City of New Orleans Taxicab and For-Hire Vehicle Bureau to verify the  
information contained herein, understands that the Bureau reserves the right to deny this  
application based upon the misrepresentation; alteration; omission; incompleteness of material  
fact; or for any of the reasons set forth in New Orleans City Code Sec 162-322 and agrees to  
comply with all provisions and requirements of New Orleans City Code Chapter 162, should  
this application be approved and further certifies that said application for transfer is to acquire  
CPNC number(s) \_\_\_\_\_ presently held by  
\_\_\_\_\_ and vehicle(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print, or Type, and Stamp Commissioned  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_ My Commission Expires:

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. LICENSE HOLDER CERTIFICATION**

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED \_\_\_\_\_, who, being by me first duly sworn, deposes and says that he/she is the \_\_\_\_\_ of \_\_\_\_\_, and that said Certificate of Public Necessity and Convenience(CPNC) is current and valid, and in accordance with New Orleans City Code Chapter 162, does request that the Taxicab and For-Hire Vehicle Bureau transfer said CPNC to \_\_\_\_\_ listed on this application as the applicant, and further stipulates that when the license transfer is approved by City of New Orleans Taxicab and For-Hire Vehicles Bureau to relinquish all rights to such CPNC to the applicant and that all statements in Section 4 for this application are true. Furthermore, I affirm that there are no liens, lawsuits, etc. pertaining to the CPNC number(s).

\_\_\_\_\_  
Signature of CPNC(s) holder

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print, or Type, and Stamp Commissioned  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ My Commission Expires:

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## CPNC TRANSFER SPECIAL INSPECTION FORM

New Orleans City Code § 162-321(5), states: The vehicle of the transferee shall have been inspected for approval and approved for issuance of a for-hire vehicle inspection certificate, and otherwise comply with all of the requirements. New Orleans City Code § 162-323 states: Such vehicle must have satisfactorily passed inspection by the station within 15 days of the date of application for transfer of the CPNC.

### CPNC Transfer Information:

The lawful transferor of the C.P.N.C described herein is:

Name (s): \_\_\_\_\_

Address(s): \_\_\_\_\_

The lawful transferee of the C.P.N.C described herein is:

Name (s): \_\_\_\_\_

Address(s): \_\_\_\_\_

### C.P.N.C. Vehicle Information

Company Name: \_\_\_\_\_

CPNC: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_

VIN: \_\_\_\_\_

**Please check and initial the appropriate answers below:**

**Has this vehicle ever been issued the title class “salvage”, “rebuilt”, “junk”, “total loss”, “reconditioned” or any equivalent?**    Yes \_\_\_\_\_    No \_\_\_\_\_

**Has this vehicle ever been used as a taxicab in another jurisdiction?**  
Yes \_\_\_\_\_    No \_\_\_\_\_

**Has this vehicle ever been used as a law enforcement vehicle?**  
Yes \_\_\_\_\_    No \_\_\_\_\_

\_\_\_\_\_  
CPNC Holder's Signature

\_\_\_\_\_  
Date

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**Vehicle Passed Inspection**

☐ Yes

☐ No

Date of Inspection \_\_\_\_\_ Money Order/Cashier's Check Number \_\_\_\_\_

TFHB Investigator \_\_\_\_\_

**NOTE: VEHICLE MUST MEET ALL INSPECTION REQUIREMENTS BEFORE TRANSFER IS APPROVED.  
PLEASE ENSURE THIS FORM IS COMPLETED BY A TFHB INVESTIGATOR DURING THE HOURS LISTED BELOW.**

### INSPECTION HOURS

**MONDAY 8AM – 12PM \* WEDNESDAY 12PM – 4PM \* FRIDAY 8AM – 12PM**



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## Taxicab and For Hire Vehicle Bureau

### Consent Form

*I hereby authorize the City of New Orleans, Taxicab and For Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me, which may be in any national, state, or local criminal justice agency(ies) in the United States of America.*

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Full Name (Please Print Only)

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Address

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City

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State

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Zip Code

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Race

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Sex

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DOB

*I further state that I have/have not been convicted, paroled or placed on probation.*

The following Yes/No answers are correct concerning my criminal history.

Have you been charged or convicted of the following offenses:

	Yes	No
Criminal Homicide	<input type="checkbox"/>	<input type="checkbox"/>
Robbery	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Assault	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>
Rape	<input type="checkbox"/>	<input type="checkbox"/>
Child Molestation	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Battery	<input type="checkbox"/>	<input type="checkbox"/>
Suspended License	<input type="checkbox"/>	<input type="checkbox"/>
Disorderly Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Driving Under the Influence (DUI)	<input type="checkbox"/>	<input type="checkbox"/>
Kidnapping	<input type="checkbox"/>	<input type="checkbox"/>
Leaving the scene of an accident	<input type="checkbox"/>	<input type="checkbox"/>
Felony involving motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Any law involving theft/violence	<input type="checkbox"/>	<input type="checkbox"/>
Any sale, possession, or distribution of narcotics or drugs	<input type="checkbox"/>	<input type="checkbox"/>
Pandering, prostitution, solicitation for prostitution	<input type="checkbox"/>	<input type="checkbox"/>

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Social Security Number

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Signature

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Date

**This authorization is valid for 365 days from the date of signature.**